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Class Specifications
for the Class:

PERSONNEL PROGRAM OFFICER

Duties Summary:

Within a framework of established department policy and under general administrative direction, represents the jurisdiction or department in substantive deliberations on personnel matters of statewide concern; and performs other duties as assigned.

Distinguishing Characteristics:

A position in this class, within the central personnel agency, has a major role in the development and overseeing proper administration of personnel laws, rules and regulations, collective bargaining agreements, executive orders, and other policies and directives, and meets and confers with employer officials, union representatives, or departmental representatives prior to the effecting of changes in any major policy affecting employee relations. The work requires a good working knowledge of concepts, methods, and objectives relevant to most major functional personnel management areas and requires a consideration of various alternatives and their respective consequences.

Work is performed under general administrative direction based upon current objectives. Results are reviewed for compliance with objectives, and decisions are not usually questioned on a technical basis. Decisions, estimates and recommendations are often made under conditions of urgency and pressure and completed work and reports are reviewed principally to evaluate overall results.

Personal contacts are for the purpose of promoting agency and jurisdictional objectives through meetings and conferences with employer officials, union representatives, and departmental representatives.

Examples of Duties:

Develops work plans and timetables; directs and conducts research by developing background, reviewing pertinent sources and files, and gathering necessary data; analyzes assigned subject matter, develops alternatives, and makes recommendations; engages in meetings and conferences to present issues,

disseminate information, and discuss feasibility of various alternatives; assists management and participates in determining data needs, coordinating work activities, developing contingency plans, and developing employer proposals and positions; responds to requests for interpretation and provides advice and assistance to departmental representatives on personnel matters; conducts informational and other sessions for departmental and other management representatives; prepares various reports, interpretive manuals, correspondence, and other materials.

Knowledge and Abilities Required:

Knowledge of: The functions and organization of State government; personnel management and/or labor relations concepts, methods and procedures, including organizational and functional relationships within the public sector; pertinent laws, rules and regulations, policies and directives; reference sources; public and private sector trends and practices in personnel management and labor relations.

Ability to: Analyze various complex personnel management and labor relation issues, problems, and proposals, develop alternatives, and make sound recommendations; deal effectively with union groups, management representatives and others; speak and write clearly and concisely.

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This is an amendment to the specification for the class Personnel Management Specialist VI approved on January 17, 1973, due to incorporation of managerial levels in EMCP in accordance with Act 254, SLH 1980, and a change in title to PERSONNEL PROGRAM OFFICER effective October 1, 1982.

DATE APPROVED: 9/20/82

DONALD BOTELHO
Director of Personnel Services

The code number for the class Personnel Management Specialist VI was changed from 2.871 to 17.073 and the class was incorporated in the Excluded Managerial Compensation Plan effective July 1, 1981, in accordance with Act 254, SLH 1980.